

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900131-01

SCHEDULE #: 90-118

EFFECTIVE DATE: 10/15/90

Agency Code: 460
Agency: State Merit System of Personnel Administration
Creating Office: Eligibility Unit, State Health Benefit Plan
Series
Title/Dates: "Documentation For Health Benefit Coverage -
Dependent Student Status," 1986 and continuing
Access: Open
Class: Individual
Related To: Determining the eligibility of dependent children
for health benefits coverage. A determination of
eligibility is necessary when the child is 19 to
26 years of age and currently a student.
Arrangement: Alphabetical by the name of member
Retention
Requirement: Administrative: three (3) years
Media: Paper
Disposition
Instructions: Cut off at end of calendar year,
Hold in current files area two (2) years,
Transfer to State Records Center,
Hold for one (1) year, then
Destroy.

This records retention plan gives the State Records Committee
approved retention instructions for the named records series by
the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

10/19/90

Date